

	Portales Police Department  Standard Operating Procedure & Policy	SOP #	307.01
		Date Revised:	
		PER. #	07.01-07.02
1700 N. Boston St. Portales NM, 88130	Promotions	Effective Date	
(575) 356-4404		Approval:	Pat Gallegos, Chief of Police

## I. PURPOSE

The purpose of this regulation is to establish guidelines for the administration of examination devices used in the promotional process of personnel within the Portales Police Department. This may include, but is not limited to, written examinations, oral interviews or assessment centers.

The promotional process is of vital interest and concern to both the Police Department and the employee. The promotion process brings about recognition, personal satisfaction and added responsibility. For these reasons the process must be standardized and provide a fair and equitable means of advancement for all employees who participate

## II. POLICY

The Police Chief, with the approval of the City Manager, may fill vacancies by qualified employees within the Department or from candidates recruited from outside the Department when it is determined to be in the best interest of the City of Portales.

Promotions to Sergeant and Lieutenant from candidates within the Department shall be made from the established promotional list, as needed.

## III. PROCEDURE

- A. The authority and responsibility for administering the Police Department promotional process is placed directly with the Chief of Police.
- B. Whenever a budgeted promotional vacancy exists in a Sergeant or Lieutenant Classification, the Department will establish an eligibility list of promotional candidates through the process detailed below.
- C. Whenever a vacancy exists the Chief will provide a written announcement of the promotion process to all eligible employees.
- D. This paragraph shall not apply to temporary appointments to fill

vacancies.

- E. Nothing contained herein shall prevent the Police Chief from opting not to fill a vacancy.

#### IV. ELIGIBILITY

- A. Sergeant- To be eligible to participate in the promotional process for Sergeant, Police Officers must have completed at least (5) five years of continuous employment as a Police Officer and at least (2) two years with the Portales Police Department at the time of the written test. If there are no officers eligible for the promotional process, the HR Department will advertise the Sergeants job opening throughout the State of New Mexico.
- B. Lieutenant- To be eligible to participate in the Lieutenant's promotional process, Sergeants must have completed at least (2) two years of continuous employment as a Sergeant with the Portales Police Department at the time of the written test.
- C. Candidates who have received (2) two or more written reprimands, Performance Improvement Plans or any combination of the two, or a disciplinary suspension within (1) one year of the written test will not be eligible to participate in the promotional process.
- D. All eligible candidates wishing to participate in the current promotional process must submit a letter of interest and resume through their chain of command to the Chief of Police.

#### V. PROMOTIONAL PROCESS

##### A. Written Examination

- 1. Each candidate will complete a written exam. The number of questions on a particular test may vary from one test session to the next session.
- 2. Points awarded toward the cumulative score for this section will be based on the percentage of correct answers on the exam.
- 3. A maximum of 30 points may be awarded for the written examination.

##### B. Assessment Center

- 1. May consist of, but not limited to, table-top, in-basket, role-play scenarios, written exercises, personnel issues, oral interviews and other relevant exercises. These exercises measure candidates'

problem-solving, decision-making, general skills, knowledge, and other abilities related to supervisory position responsibilities.

2. The Chief of Police shall ensure that the promotional processes evaluate candidates utilizing elements that are job-related and non-discriminatory. The promotional process uses various techniques to measure, at a minimum, the following job-related skill dimensions which are necessary for supervisory positions.
3. The assessment center uses multiple assessors from outside the city and county who are trained prior to participating in an assessment. Assessment centers use techniques designed to elicit information which is used to evaluate the dimensions, attributes, or qualities previously determined. The assessment center exercises will have been pre-tested prior to use to ensure that the techniques provide reliable, objective and relevant information.
4. All exercises will be job related and non-discriminatory. All judgments regarding a candidate's performance in the assessment center are based on observations made by assessors. These observations shall be gathered by assessors and documented on provided forms. The documented information will be pooled in order to determine final scores.
  - a. Oral Communication: Effectiveness of expression in individual and group situations (including gestures and non-verbal communication).
  - b. Written Communication: Effectiveness of expression in writing.
  - c. Interpersonal Skills and insight: Perceiving and reacting to the needs of others. Objectivity or perceiving impact of self on others.
  - d. Problem Solving/Analysis: Skill in identifying problems, securing relevant information and identifying possible causes of problems.
  - e. Judgment: Ability to develop alternative solutions to problems, to evaluate courses of action and to reach logical solutions.
  - f. Decisiveness: Readiness to make decisions, render judgment, take action, or commit oneself.
  - g. Planning and Organization: Ability to efficiently establish an appropriate course of action for self or others to

accomplish a specific goal, make proper assignments of personnel and appropriate use of resources.

- h. Delegation: Effective use of subordinates to establish procedures for monitoring and regulating activities of subordinates.

- 5. A maximum of 30 points may be awarded for the assessment center.

#### C. Oral Interview

The Chief of Police will appoint at a minimum of at least two members of the Department to be involved in the testing and interview process for the Portales Police Department. A Citizen from the community and at least one other person from another law enforcement agency will participate in the interview process.

- 1. The assessors must record applicant's answers on the questions form. Each assessor will give a score as to how the question was answered. A total of all points will be tallied and provided to the Deputy Chief, or his designee for his review.
- 2. Each applicant will receive a written notice as to testing dates and upon successful completion of the test, interview times will be advised.
- 3. A maximum of 20 points may be awarded for the oral interview.

#### D. Seniority

- 1. Candidates will be awarded 1 point for each full year of continuous service as a New Mexico Certified Police Officer at the time of the written test. The accumulation of seniority points will begin from the candidate's date of New Mexico Police Certification.
- 2. A maximum of 10 points may be awarded for seniority.

#### E. Education

- 1. Candidates will be awarded points based on their completion of an Associates or Bachelors Degrees.
- 2. Associates Degree = 5.0 points
- 3. Bachelors Degree = 10.0 points

4. A maximum of 10 points may be awarded for education.

## VI. SCORING

- A. Section points for each candidate will be totaled by Chief of Police. A total composite score of 70 points must be obtained to be considered for promotion.
- B. All candidates who scored at 70 percent or above shall be placed on an eligibility list in the order of their individual scoring.
- C. The eligibility list and final scores will be maintained by the Human Resources Department and the Police Chief. The list will be posted in ranking order by score at the Portales Police Department. The posted list will include only the candidate name and ranking, no scores will be posted.
- D. Upon the completion of the promotional process, the candidate may observe their scores in each category and total score.

## VII. SELECTION

- A. Test scores will be compiled by the Chief of Police. The candidate with the highest composite score will be promoted by the Police Chief to the available position.
- B. Candidates who have received (2) two or more written reprimands, Performance Improvement Plans or any combination of the two, or a disciplinary suspension after being placed on the eligibility list will not be eligible for promotion. In that case, the candidate with the next highest score would be promoted.
- C. If more than one promotional vacancy occurs during the time that the eligibility list is in effect, the eligible candidate with the next highest score would be promoted. This will continue until the list is exhausted or one year has expired since the last testing date, whichever comes first.
- D. The newly appointed applicant shall complete a twelve-month probationary period in accordance with City of Portales Personnel Policy.

## VIII. Management Training

Personnel who are promoted or assigned to a supervisor position will receive training in management techniques as appropriate.

